



DEPARTMENT OF PARKS AND RECREATION

STATE OF CALIFORNIA - RESOURCES AGENCY Edmund G. Brown Jr., Governor

CALIFORNIA STATE PARKS

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Welcome to the Marin Sector of California State Parks. Please follow these instructions to apply for a film or photography permit.

1. REVIEW: Please review the General Guidelines for Filming on page two. This will answer many questions pertaining to your specific filming and photography needs.

2. SCHEDULING and CONTACTS: All permit applications must be submitted 10 business days (weekends and holidays are not business days) prior to the first prep/shoot day. Filming and photography is not permitted on Wednesdays or weekends.

3. APPLY WITH THE CALIFORNIA FILM COMMISSION: You must also apply with the California Film Commission (CFC) at www.film.ca.gov using their Online Permit Application.

4. COMPLETING FORMS: It is very important to have specific locations, dates, times and props you will use written on the activity sheet DPR 245. Incomplete applications will not be accepted. If your shoot requires additional permits with neighboring agencies, you must contact those agencies to acquire the proper permits. Sign and date this form in the **three** indicated areas. Email to dkopler@parks.ca.gov.

5. REQUESTING CHANGES and AMENDMENTS TO YOUR PERMIT: Changing the date of a submitted application requires cancelling the current application and resubmitting with the 10 day advance requirement. Any requests for changes (not including a date change) to an approved permit must be submitted in writing by email to the film coordinator 72 hours in advance- weekends and holidays excluded. Sufficient notice must be given. Last minute changes may require a new permit.

6. CANCELLATIONS: If a cancellation is made less than 24 hours notice, the film company is responsible for paying the park review fee and the scheduled monitor a minimum of four (4) hours. Calling and emailing cancellations to the film coordinator are required.

7. EMERGENCY, FIRE and SAFETY CLOSURES: Film shoots are subject to cancellation without notice in the event that a park emergency occurs. The park can be closed for fire danger during the summer and fall. No filming will take place during a fire closure.



Signature _____ Date _____

GENERAL GUIDELINES FOR FILMING IN THE MARIN SECTOR
of CALIFORNIA STATE PARKS

1. **Required Permits with Neighboring Agencies:** Some land may look like state park property but actually be county, national, regional or city jurisdiction. You must have a permit from the correct agency to film on their property. We do not permit for other agencies. You must have copies of all permits with you at all times.
2. **Monitor Requirements:** California State Parks are for all to enjoy. They are protected for their natural, cultural or historical nature. A film or photography shoot, **no matter how small**, impacts the park and its visitors. A ranger is assigned to assist you as well as to enforce your permit requirements. A ranger must be on location with your film crew at all times.
3. **Fees:** You are charged only for staff recovery costs. The ranger monitoring cost is 79/hr. with a four hour minimum. If the monitor is from another district outside of the Marin District, travel time will be added to the total hours. Please note that the assigned monitor is required to arrive half an hour before crew and remain half an hour after all crew has vacated the park. **This will add one hour to the total hours.** The park review fee is \$200 per day. You are billed in advance by the California Film Commission. If the monitor is from outside the Marin District, travel time will be added typically 3-4 hours roundtrip.
4. **Weather and Backup Dates:** Weather and backup dates are not available.
6. **Road Closure:** The maximum time for any road closure is a **5 minutes interval**. The California Highway Patrol is required for any film shoot involving traffic control or delay.
7. **Aircraft Usage:** All aircraft activity is subject to FAA and the State Fire Marshal regulations. A water truck and fire extinguishers are required. Landing and refueling is not permitted on state park property. Adverse winds or weather conditions may prevent any aircraft usage during your film shoot. Ranger monitors may ask for insurance and FAA permits from your pilot.
8. **Special Effects, Animals and Props:** Seed bearing plants may not be used for props or decoration. Requests for use of non-native plants, soils or animal talent in your film shoot must be approved.
9. **Car Carriers and Support Vehicles:** Vehicles longer than 35 feet may require a county permit. Vehicles are not permitted on Angel Island. Car carriers over 35 feet are NOT allowed on roads in Mt Tamalpais State Park.
10. **Water Trucks:** Water for use of wetting the roadway must be obtained by an

outside source. Excess water used for filming may be dumped in the park **with PRIOR approval.**

11. Overnight Vehicles: Arrangements must be made in advance.

12. Sign Removal: Road signs are a traffic safety device and may not be removed without prior approval.

13. Use Of Facilities: Film companies must provide their own trash receptacles and their own sanitation facilities. The park must be left in the same condition, as it was when your crew arrived. Generators are permitted.

14. Use of Developed Areas: Developed use areas may be subject to additional fees. **Arrangements must be made through the Film Coordinator in advance.**

15. Simultaneous Shots: All filming must be monitored at all times.
If you have more than one shot occurring at one time, an additional monitor is required for each additional location.



Signature _____ Date _____

MOTION PICTURE ACTIVITY INFORMATION (Not a Permit)

FILM TITLE		LOCATION (District/Unit)	
PRODUCTION COMPANY		OFFICE PHONE NO. ()	FACSIMILE NO. ()
COMPANY ADDRESS		CITY/STATE/ZIP CODE	
LOCATION MANAGER		PHONE NO. ()	CELL PHONE NO. ()
TYPE OF FILMING <input type="checkbox"/> Commercial <input type="checkbox"/> Still Photography <input type="checkbox"/> Music Video <input type="checkbox"/> Television <input type="checkbox"/> Reality TV <input type="checkbox"/> Feature <input type="checkbox"/> Student			
WORK TYPE DATE(S) TIME MONITOR From To TBD			
LOCATION (Enter letters from items on reverse as appropriate)			
AREA DESCRIPTION: <i>Be specific. Note roads, trail signs or lifeguard tower numbers, and list areas in chronological order of the day's film shoot.</i>			
ACTIVITY: <i>Be specific. Include a detailed description of interaction between talent (e.g., a story board or a daily script of the project) and set design (e.g., greens brought in, propane fires, water activity, simulated weapons, stunts, picture vehicles and other props).</i>			
EQUIPMENT: <i>Give details on camera and lighting package, oversized cranes, condors, 4x4 vehicles, equipment use and where equipment needs to be placed in regards to the above area descriptions.</i>			
STAGING AREAS			
NO. IN CAST AND CREW		NO. OF PRODUCTION VEHICLES	NO. OF PASSENGER VEHICLES
VEHICLE/SPACE CHARGE ON DAY OF FILMING: <i>Provide cash or check made payable to "Department of Parks and Recreation."</i>		ESTIMATED DEPARTMENT COSTS: <i>Review Page 2, Item V., and enter amount listed for Total Deposit.</i>	
\$ per vehicle/space		\$	
The Permittee, its contractors, agents and employees shall abide by all rules and regulations of the California Department of Parks and Recreation. The Permittee does not have exclusive rights to the area(s) listed above. RESTRICTION OF PUBLIC ACCESS IS PROHIBITED. All film activity must be appropriate for viewing by the visiting public. No closed sets, nudity, pornography, profanity, loud music or other obscene activities will be allowed on State Park Property. Film footage that is recognizable as State Park Property SHALL NOT be later displayed or spliced into a scene that contains inappropriate images including but not limited to nudity, pornography or other obscene activity.			
COMPANY REPRESENTATIVE SIGNATURE ▶		TITLE	DATE
DISTRICT SUPERINTENDENT OR DESIGNEE SIGNATURE ▶		TITLE	DATE
FOR DEPARTMENT USE ONLY		TIME CALIFORNIA FILM COMMISSION NOTIFIED	TIME PARK UNIT NOTIFIED
		TIME MONITOR NOTIFIED	DAMAGE <input type="checkbox"/> Yes <input type="checkbox"/> No
		DATE DAMAGE REPORT FILED	DATE REPAIR COMPLETE